

*4/27 to DOS  
action from Elder*

2 September 1965

**MEMORANDUM FOR:** Executive Officer to the Deputy Director for Support  
**SUBJECT :** Paperwork Management Awards Banquet

1. The attached 24 announcements of the Federal Paperwork Management Awards Banquet came to me from General Services Administration.

2. The announcement indicates that tickets were sent to Agency Personnel Offices. If they have been received, do you know what arrangements will be made for their sale?

3. Dr. Everett Alldredge, Assistant Archivist for Records Management, GSA, has asked me and all Agency Records Management Officers to do what we can to publicize this excellent program and to try to guarantee at least one table of ten. I am quite interested in doing all I can, but since all programs of this type are under the jurisdiction of the Office of Personnel, I hesitate to do anything until I know the official position the agency has taken. Also, knowledge of whether the agency has participated in the program by nominating an employee will be helpful in determining interest in attending the banquet.



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CIA Records Administration Officer